

How to submit a **CONTRACT AMENDMENT** form in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Contract Amendments**

Grant/Project Components	
Component	Last Edited
General Information	09/18/2020
Claims	
Status Reports	
Correspondence	09/18/2020
Contract Amendments	
Site Visits	
Agency Information	09/15/2020
Program Documents	
Budget non-s TEP	09/15/2020
Opportunity	-
Application	-

- Click on **Add** in the upper right hand corner of the Contract Amendments box

Contract Amendments				Add
ID	Type	Status	Submitted Date	
373742 - 01	Project Revision	Submitted	09/21/2020	
373742 - 02	Budget Revision	Submitted	10/16/2020	

- For the **Title Field**, enter "Contract Amendment"
- For **Contract Amendment Type**, select the amendment type that corresponds to your proposal

Budget Revision - This is basically any time you are requesting to move contract dollars from one line item to another. **Example** – It is July 7th and you have \$250.00 remaining in your Travel line after attending the annual GTSB Conference. You are requesting to transfer these excess funds to Overtime.

Project Revision - This is basically anytime you wish to change something within the contract. **Example** – You were awarded \$900.00 (\$450.00 per PBT) in your contract for the purchase of **2** PBTs. Your quote from the vendor comes in at \$360.00 per PBT. You would like to use the "extra" \$180.00 towards the purchase of a **third** PBT. It may also include the deletion or addition of the contract designee or key personnel listed in Article 5.0 or 6.0 of the contract.

- Click **Save** in upper right corner

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

General Information

Title: Contract Amendment
(limited to 250 characters)*

Contract Amendment Type: Budget Revision

- Click **Return to Components**

General Information [Return to Components](#)

ID: 380540

Title: Contract Amendment

Amendment Type: Budget Revision

Status: Editing

- Click on **Contract/Budget Revisions** in the table

Components			Preview Submit
Name	Complete?	Last Edited	
General Information	✓	10/16/2020	
Contract/Budget Revision(s)			

- In the **Contract/Budget Amendment text box**, briefly describe your proposed changes.
Example: We have \$250.00 remaining in our travel line item and are requesting to transfer those funds into our overtime line.

Contract/Budget Amendment

Include an descriptive narrative justifying the budget/contract revision requested.

* We have \$250.00 remaining in our travel line item and we are requesting to transfer those funds into our overtime line.

- Scan** in your Contract Amendment letter and then click on the **Choose File** button to attach it.

Amendment Letter

Please attach department letterhead with request or change details signed by the Contractor Designee (article 5.2).

Contract/Budget Amendment Document(s)*

- One of the individual(s) listed in 5.2 or 6.0 of the contract need to complete the **Authorization** box.
- Disregard the **Determination** box – it is for internal use (GTSB) only.
- Click on **Return to Top**

Authorization

On behalf of the Legal Applicant for this grant, I certify that:

I am duly authorized to submit this request.

* ☐

Name*

First Name Last Name

Title*

Title

Determination

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- Click on **Save** in the upper right hand corner

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[Contract Amendments](#)

Contract Amendment: 04

Grant: 373742-Des Moines PD 2021 Tester

- Click on **Mark as Complete**

Contract/Budget Amendment
[Mark as Complete](#) | [Return to Components](#)

Include an descriptive narrative justifying the budget/contract revision requested.

* We have \$250.00 remaining in our travel line item and we are requesting to transfer those funds into our overtime line.

- Click **Submit**

Components			Submit
Name	Complete?	Last Edited	
General Information	✓	10/19/2020	
Contract/Budget Revision(s)	✓	10/19/2020	

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit
this Status Report?

OK

Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Contract Amendment Submitted Confirmation

You have successfully submitted your Contract Amendment numbered 04 for Grant/Project titled: Des Moines PD 2021 Tester. You can return to the Grant/Project forms by clicking [here](#)